



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

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Board of Fire Commissioners Meeting Minutes

April 13, 2017

Call to Order

This meeting of the Central Whidbey Island Fire & Rescue (CWIFR) Board of Fire Commissioners was called to order by Board Chair Cheryl Engle at 17:00 hours.

Input from the Public – None.

Commissioners and Staff Present

Board Chair Cheryl Engle, Commissioner Paul Messner, Commissioner Steve Hutchinson, Chief Ed Hartin, Deputy Chief Charlie Smith, Office Manager/Board Secretary Kim Harpe, Firefighters Dillon Rogers, Jen Porter, Jeff Rhodes and Apparatus Operator Brent Stevens

Members of the Public Present - Mr. Chris Geiger

Consensus Approval of the Agenda

The Chair received consensus approval of the agenda.

Approval/Correction of Previous Minutes

Chair Cheryl Engle moved to approve and Commissioner Steve Hutchinson seconded approval of the minutes for the meeting on March 9, 2017.

Action: Approved Unanimously.

Approval of Vouchers

Commissioner Steve Hutchinson moved to approve and Commissioner Paul Messner seconded approval of the following vouchers:

M&O Vouchers & Payroll #11328 through #11387	\$101,390.72
Direct Deposit Payroll	\$67,355.97
IRS - Payroll Taxes	\$15,312.55
Capital Voucher #	\$
Grand Total	\$184,059.24

Action: Approved Unanimously.

Chief's Report

Chief Ed Hartin reported on the following activity for the month of March 2017 and shared that projects in work will be reported on by the different project managers so the Board has the opportunity to hear directly from program managers:

1. Administrative
2. Operations/B Shift
3. CRR/A Shift
4. Training/Retention
5. Facilities/C Shift
6. Fleet Maintenance

Finance Officer's Report

Office Manager Kim Harpe presented the Monthly Budget Position as of April 13th, 2017 for the Maintenance & Operation and Capital funds. She reported she is still working on a more informative monthly financial report to provide the Board more comprehensive information each month.

New Business.

1. Commissioner Steve Hutchinson made a motion and Commissioner Paul Messner seconded to approve an inter-fund transfer from the General Fund (6400095000) to the Capital Fund (6430095000) in the amount of \$349,000.00.

Action: Approved Unanimously.

2. Chair Cheryl Engle made a motion and Commissioner Paul Messner seconded to approve an inter-fund transfer from the General Fund (6400095000) to the Compensated Absence Fund (6260095000) in the amount of \$1,814.00.

Action: Approved Unanimously.

3. Commissioner Paul Messner made a motion and Commissioner Steve Hutchinson seconded to approve the revised Purpose, Scope and Policy for SOG 1.3.10 "Capital Projects".

Action: Approved Unanimously.

4. Commissioner Steve Hutchinson made a motion to approve the Proposed 2nd Quarter Budget Adjustments. Chief Hartin stated, "The budget adjustment was able to offset expenses with a net zero effect by identifying lines with one time expenses that had already occurred". Commissioner Paul Messner seconded to approve the motion.

Action: Approved Unanimously.

5. Commissioner Paul Messner made a motion and Commissioner Steve Hutchinson seconded to approve minor editorial changes to the 2017 Budget.

6. Chair Cheryl Engle made a motion to approve the Engagement Agreement with K&L Bond Attorney Ms. Cynthia Weed. Chief Hartin shared, "Bond Attorneys specialize in the area of bonds to ensure language is correct and that the various time lines for resolutions are met and are not paid for their services unless the bond passes". Commissioner Steve Hutchinson seconded to approve the motion.

Action: Approved Unanimously.

Old Business.

Bond Update, Public Communication Display and Timeline Discussion. Chief Hartin walked the Board through the calendar of work to be done by the Architect, Bond Attorney, Consultant and staff. He shared business cards that have key information regarding the bond that will be passed out to all district members. He stated, "The Districts twitter and facebook accounts are being backed-up to be able to provide a public record if requested". There was a lengthy conversation regarding the Bond with each board member providing their perspective.

Good of the Order/Announcements

April XX, 2017 TBD Commissioner's Workshop to discuss Commissioner Handbook,
Review of Financial Policies and Capital Projects Plan
(Commissioner's Engle, Messner, Hutchinson, Chief Hartin)

Commissioner Steve Hutchinson shared, "He was having a water sample done at his home and asked Chief Hartin to have a water sample done at Station 53". Chief Hartin stated, "He would have one done".

Next Regular Meeting

May 11, 2017
Time: 17:00
Location: Station 53

There being no further business, Chair Cheryl Engle adjourned the meeting at 20:00.

Submitted,



Kim Harpe, Secretary